



Job Opportunity Bulletin

Associate Personnel Analyst

Tenure/Timebase: Permanent/Full Time
Office/Location: California Commission on Teacher Credentialing
Office of Human Resources
1900 Capitol Avenue
Sacramento, CA 95814-4213
Salary: \$4111 - \$4997/month
Final Filing Date: August 9, 2006
Contact: Kathryn Polster (916) 327-0742

Duties:

Under the general direction of the Director of the Office of Human Resources, the Associate Personnel Analyst is responsible for the following:

- Provide consultation to supervisors, managers, and employees regarding proposed personnel actions for conformity with regulations, classification and pay standards or good personnel procedures, and certification of incumbents; interpret and explain collective bargaining agreements, civil service laws and rules, departmental policies and procedures.
- Advise, counsel and assist managers and supervisors on sensitive employee disciplinary and/or performance matters. Review supporting documentation, consult with legal staff and recommend appropriate disciplinary action to be taken. Provide expertise on the state's disciplinary process and provide guidance throughout the preventive, corrective and adverse action phases. Prepare formal adverse actions as necessary.
- Responsible for the Commission's hiring process. Provide consultation and recommendations to management on recruitment, selection and proposed organizational changes. Implement changes to the hiring process as necessary.
- Prepare reports, revise departmental manuals, respond to correspondence regarding human resources issues; conduct special surveys and personnel studies.
- Develop policies and procedures relating to the personnel management program; prepare adverse actions, position analysis, and desk audits; researches specific issues of personnel management.
- Functions as the Ergonomic Work Station Evaluator for the CCTC.

Conditions of Employment: Fingerprint Clearance is required.

Desirable Qualifications:

- Ability to work cooperatively and effectively with others
- Ability to follow oral and written instructions
- Demonstrated sense of responsibility for the job and good attendance
- Able to maintain strict confidentiality
- Excellent computer skills
- Good attendance, punctuality, and work attitude

Who May Apply:

Individuals who possess the desirable qualifications listed above and who have eligibility for appointment to the above classification (e.g., transfer, list, T&D or reinstatement) may apply. The appointment is subject to the State Restriction of Appointment (SROA).

Important Note:

Interested applicants must submit a State Application (STD 678) to the above address, Attn: Kathryn Polster. The applications will be screened and only the most qualified applicants will be invited for an interview.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.